



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
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LEMOORE, CALIFORNIA 93245-5001

NASLEMINST 5360.3P

002

17 JUL 1997

NAS LEMOORE INSTRUCTION 5360.3P

From: Commanding Officer, Naval Air Station, Lemoore

Subj: TOUR GUIDES AND PARADE DETAIL

1. Purpose. To assign responsibility for establishing assignment of personnel serving as tour guides or members of the A-4 parade detail.

2. Cancellation. NASLEMINST 5360.3N

3. Background. Naval Air Station Lemoore routinely receives requests to provide tours to the public and participate in parades. The performance of these duties reflects directly on the Naval Air Station and the Navy as a whole. It is, therefore, imperative that the members assigned to these duties be thoroughly screened and trained to provide these services.

4. Responsibilities

a. Naval Air Station department heads are responsible for the assignment of personnel to billets as tour guides or members of the A-4 parade detail. Naval Air Station department leading chief petty officers shall act as coordinators and monitor all circumstances which preclude any of the assigned personnel from performing their duties. Specific departmental duties include but are not limited to:

(1) Assign tour guides as follows: Three per department from AIMD and Air Operations and one per department from Supply, Security, and Weapons departments.

(2) Monitor assigned personnel for proper military appearance and compliance with Navy height-weight/body fat standards. DO NOT ASSIGN PERSONNEL THAT ARE NOT WITHIN STANDARDS.

17 JUL 1987

(3) Make timely notification to the Public Affairs Officer whenever personnel assigned to be tour guides are no longer available to perform those duties.

(4) Personnel assignments will be for a minimum of 180 days and personnel will not be released until after their relief is trained. The assignment will be a collateral duty, not a permanent assignment.

(5) When practicable give compensating time to tour guides or parade detail members for weekends or after hours duties.

(6) Designate a single point of contact for scheduling personnel in your department for tours or parades. Ensure divisional CPO and Department LPO are notified of the date, time, place, and uniform requirements.

b. The AIMD Officer will:

(1) Be responsible for maintaining a minimum of 5 trained personnel for the movement of the A-4 aircraft.

(2) Ensure the A-4 aircraft and tow tractor are maintained in parade ready condition.

c. The Public Works Officer will provide transportation as required.

d. The Public Affairs Officer will:

(1) Be the point of contact for scheduling the use of tour guides and the A-4 parade detail.

(2) Coordinate with the Public Works Officer and the AIMD Officer for transportation of the A-4 aircraft to off-base parades.

(3) Maintain a current roster of all assigned tour guides.

(4) Be responsible for the training/briefing of the tour guides in the proper performance of their assigned duties.

17 JUL 1987

(5) Be responsible for any news releases associated with tour guides or the parade detail.

e. Tour Guides and Parade Detail Members will:

(1) Report to the Public Affairs Officer (Tour Guides) or the AIMD Officer (Parade Detail) as directed for training.

(2) Maintain a clean, inspection-ready uniform of the day at all times.

(3) Maintain at all times a sharp military appearance, per appropriate regulations.

f. Tour Guides shall notify the PAO when submitting a leave request or when departing NAS Lemoore for extended periods of time (i.e., TAD, detachments, or deployments).



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